

TOWN CLERK/FRONT OFFICE REPORT
APRIL 2017 MEETING
MARCH 2017 UPDATE



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Meetings and Events

Ms. McAuley attended Management Team meetings with other staff members.

Ms. Griffin attended MML Convention Booth planning meetings.

Ms. Griffin attended Port Towns' Day planning meetings.

Ms. Griffin and Ms. McAuley attended the Prince George's County Women's History Month Luncheon along with others from the Town.

Ms. McAuley attended the special Worksession concerning Ernest Maier Company's Special Exception for a concrete batching plant at its current site.

Community Development Block Grants

PY 39R, Park Improvements is in the process of being closed out. We expect reimbursements toward the end of April/early May.

Prince George's County Department of Housing and Community Development is recommended our full request of \$100,000 for sidewalk improvements for PY 43.

We will soon be going out to bid for PY 42, Phase II of 53rd Place Street Improvements. The work should be completed in this fiscal year.

Bostwick

Aman Trust, partnering with the Town and University of Maryland, applied for grants through Maryland Heritage Areas and Preservation to rebuild the south buttress and restore the front porch and kitchen porch.

The Grant recommended by Prince George's Historic Preservation Commission to deconstruct, document and design the south buttress, is awaiting approval from MNCPPC.

Town Website

Ms. McAuley has drafted a page for the Town Clerk/Front Office that will go on the new website. It will contain the Public Information Act request form, Town Elections calendar and other information pertaining to this office.

We continue to post Town information to our current website during this transition period.

Constant Contact

This is the program the Town Marketing Director uses to send out e blasts. Because Ms. Dureke does not work on Thursdays and Fridays, the Town Administrator considered it critical that someone other than her was able to send out important e blasts, if necessary, at the end of the week.

Therefore, Ms. Sandlin and Ms. McAuley attended a training session with Ms. Dureke and successfully were able to send out notification about upcoming road construction on Kenilworth Avenue. It takes a Team!!

Evergreen Cemetery:

A member of a local chapter for the DAR, came to visit the Front Office and needed help with information about Evergreen Cemetery. The Chapter is interested in have a visit/tour of the grounds. We provided her with all the records we hold and held an interesting conversation with her about historic graveyards and the history of this area.

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Reception Area:

The front area of the Administrative Offices is now graced with new furniture. We have received compliments on how inviting the space looks.